

Personnel Processing
Personnel In- and Outprocessing

History. This supersedes III Corps and Fort Hood Regulation 612-3, dated 1 May 1999.

Summary. This regulation provides a general summary of in- and outprocessing procedures at Fort Hood. It implements the policies and responsibilities in AR 600-8-101 (Personnel Processing [In- and Out and Mobilization Processing]).

Applicability. This regulation applies to III Corps and Fort Hood staff agencies, major subordinate commands (MSCs), and tenant activities.

Supplementation.
Supplementation of this regulation is prohibited without

prior approval of the Adjutant General (AG), III Corps and Fort Hood.

Changes. Changes to this regulation are not official unless they are authenticated by the Directorate of Information Management.

Suggested Improvements. The proponent of this regulation is the Office of the Adjutant General. Users may send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-AGM, Fort Hood, Texas 76544-5000.

FOR THE COMMANDER

STEPHEN SPEAKES
Brigadier General, USA
Chief of Staff

JOSEPH FRAZIER
LTC, SC
DOIM

DISTRIBUTION:
IAW FH FORM 1853: S

Contents

Inprocessing Overview • 1, page 3

Purpose • 1a, page 3
Reference • 1b, page 3
Applicability • 1c, page 3
Abbreviations • 1d, page 3
Proponent • 1e, page 3
Responsibilities • 2, page 4
Rivers Bldg Inprocessing Center • 2a, page 4
21st Replacement Company • 2b, page 4
Strength Management, III Corps • 2c, page 5
Officer Personnel Management • 2d, page 5
Finance Inprocessing • 2e, page 5
Personnel Inprocessing • 2f, page 6
Dental Inprocessing • 2g, page 7
Medical Inprocessing • 2h, page 8
Sewing Shop, 13th COSCOM, 157th QuarterMaster

Company • 2i, page 9
Inprocessing • 3, page 9
Inprocessing Schedule • 3a, page 9
Sponsorship Division G1s, Separate Brigade S1s, CSMs • 3b, page 9
Holiday/Peak Period • 3c, page 9

Outprocessing Overview • 4, page 10

Types of Processing • 4a, page 10
Outprocessing • 5, page 11
Definition • 5a, page 11
Uniform • 5b, page 11
Transition Processing • 6, page 11
Types of Separations • 6a, page 11
Army Career and Alumni Program • 6b, page 11
Physical Waivers • 6c, page 12
ID/DEERS • 6d, page 12
Central Clearance • 7, page 12
Guidance in Outprocessing •

7a, page 12
Time Frames • 7b, page 13
Items Cleared by Central Clearance • 7c, page 13
Mandatory Clearance by Soldiers • 7d, page 13
Duty Status • 7e, page 14
Clearance Verification • 7f, page 14
Leave • 7g, page 14
Uniform Requirements • 7h, page 14
Separation and Discharges, PCS, TDY, Unit Movements, and Deaths • 8, page 14
Chapter Separations • 8a, page 14
TDY • 8b, page 15
Relocation Assistance Briefing • 8c, page 15
Procedures • 8d, page 15
Deceased, Confinement, and Dropped from Rolls (DFR) Processing • 8e, page 16

Tables List

- J-1. PCS Sequence • page 29
- K-1. Transition Processing Sequence • page 31
- L-1. Retirement Processing Sequence • page 33
- M-1. Chapter Processing Sequence • page 35
- P-1. TDY in Conjunction with PCS Sequence • page 41
- S-1. Medical Hold Processing • page 45

- R. Reservist Processing Sequence (Individual Ready Reserve [IRR], [IMA], 12-Day Tours Only • page 43
- S. Medical Hold Processing • page 44

Glossary • page 46

Appendixes

- A. References • page 17
- B. DA Form 647 (Personnel Accountability Register) • page 18
- C. 21st Replacement Company Inprocessing Checklist • page 19
- D. 21st Replacement Company Counseling Checklist • page 20
- E. Weekly Big Four Report • page 22
- F. CG's Policy Letter DCA-01-04, Personal Financial Management Training • page 23
- G. Inprocessing Schedules • page 24
- H. CG's Policy Letter AG-01-03, Sponsorship of Incoming Personnel • page 26
- I. Holiday/Peak Period Coordination • page 27
- J. PCS Processing • page 28
- K. Expiration Terms Of Service (ETS) Processing • page 30
- L. Retirement Processing. • page 32
- M. Chapter Separations • page 34
- N. Physical Disability Separations/Retirement • page 36
- O. On-post Transfer • page 38
- P. TDY Processing • page 40
- Q. Unit Movement Processing Sequence (PCS Move) • page 42

1**INPROCESSING OVERVIEW**

1a**Purpose**

This regulation prescribes Fort Hood inprocessing requirements.

It establishes standards and provides an operational document for personnel, finance, medical, and dental inprocessing at the installation.

1b**References**

This regulation supercedes III Corps and Fort Hood Regulation 612-3, dated 1 May 1999. It implements the policies and responsibilities described in AR 600-8-101 (Personnel Inprocessing). This regulation makes continued references to the items below. For all other Referenced publications and forms see Appendix A.

- Juniors. Soldiers in the rank of PVT-SPC
- Seniors. Soldiers in the rank of SGT-MSG/WO1-CW4/2LT-MAJ
- Senior leaders. Soldiers in the rank of LTC and above/CW5/SGM/CSM.
- BIG 4. The four major areas of inprocessing (Finance, Personnel, Medical and Dental).

1c**Applicability**

This regulation applies to III Corps and Fort Hood staff agencies, MSCs, and tenant activities.

1d**Abbreviations**

The glossary explains abbreviations used in this regulation.

1e**Proponent**

The proponent for this regulation is the Office of the Adjutant General. Submit written requests for changes to this regulation to the III Corps Adjutant General (ATTN: Deputy AG).

Changes or additions to the schedule may be requested by any staff section or agency by submitting a written request for evaluation and staffing. Request must include:

- Proposed change.
 - Staff proponent.
 - Effective date.
 - Location.
 - Resources needed to execute the activity.
 - Source of resources required.
 - Level of proponent.
 - Participation.
 - Justification.
- May require review and approval by the Commanding General.
 - Will be incorporated during the annual review if the changes require the Commanding General's approval.
-

RESPONSIBILITIES2a**Rivers Bldg
Inprocessing
Center**

The first stop and first impression for all inbound Fort Hood soldiers is the Rivers Building SDNCO.

The Rivers Building inprocessing NCOIC coordinates efforts between the 21st Replacement Company (21st Repl Co) and the BIG 4 (Finance, Personnel, Medical, Dental).

Requirements (Rivers Building SDNCO):

- Review inbound soldiers' orders and have soldier sign DA Form 647 (Personnel Accountability Register). (Appendix B)
- Sign soldier in from leave; does not authorize permissive TDY.
- Receive soldiers' 201 file, dental record, medical record and copies of orders.
- Issue soldier a copy of the 21st Repl Co inprocessing checklist, inprocessing schedule, welcome packet and map to 21st Repl Co.
- Instructs junior and senior soldiers to walk across the street to sign in with the 21st Repl Co SDNCO; senior leaders (LTCs, CW5s, MSG(P)s/SGMs) **are not** sent to 21st Repl Co.
- At 2400 hrs each night, provide 21st Repl Co SDNCO with a copy of the Personnel Accountability Register (DA Form 647). (Appendix B)

2b**21st
Replacement
Company**

Provides command and control of replacement soldiers through the use of team sergeants.

The goal of the 21st Repl Co is to work directly with personnel at the Rivers Building and the BIG 4 to monitor, record and ensure inprocessing completion.

- Single and unaccompanied soldiers reside in the 21st Repl Co's transient barracks.
- Replacement soldiers eat scheduled meals at the 4th Infantry Division DISCOM dining facility.
- The 21st Repl Co coordinates transportation support with TMP to move soldiers to their gaining units.

Requirements:

- 21st Repl Co SDNCO confirms that soldier has signed in with the Rivers Building and verifies that soldier has a copy of the 21st Repl Co Inprocessing Checklist. (Appendix C)
- 21st Repl Co SDNCO counsels soldier on company policies/procedures and inprocessing schedule. CQ has each soldier sign a counseling form stating that they understand and will adhere to 21st Repl Co policies and procedures. (Appendix D)
- Assign single or unaccompanied soldiers (as required) a room in the 21st Repl Co transient barracks.
- 21st Repl Co SIDPERS section arrives soldiers into Department of the Army database. SIDPERS section then departs soldiers on database to their gaining unit after they sign out of the 21st Repl Co.

**21st
Replacement
Company**

- Each BIG 4 station will stamp the 21st Repl Co checklist and DA Form 5123-1-R that was issued, when all requirements are met at that station. Soldiers will bring DA Form 5123-1-R checklist with them to their gaining Brigade/Battalion S1. (Appendix C)
- 21st Repl Co operations section consolidates these BIG 4 results from each soldier's 21st Repl Co inprocessing checklist. Commander provides weekly report via e-mail to G1s and separate Brigade S1s and identifies those soldiers who moved to their unit without fully inprocessing any of the BIG 4. (Appendix E)
- Track first term soldiers (defined as soldier's first duty station). Send daily report via e-mail to Director, Community Activities (DCA), G1s and separate Brigade S1s. (Appendix F)
- Monitor daily sponsorship.
- Complete AWOL/DFR packets as necessary.
- Refer soldiers needing financial assistance to 21st Repl Co Command Financial Specialist (CFNCO is provided by DCA).

2c**III Corps,
Strength
Management**

- Receive a daily list of soldiers who arrive to Fort Hood from Rivers Building SDNCO.
- Complete Corps assignment report within 48 hours of soldier arriving to Fort Hood. Send daily Corps assignment report via e-mail to 21st Repl Co, G1s/S1s and BIG 4.
- Publish reassignment orders to the soldiers' respective gaining unit.
- Inform gaining unit S1s of sponsorship appointment.

2d**Officer
Personnel
Management
Office**

The G1 Officer Personnel Management Office tracks all inbound officers to Fort Hood.

Requirements:

- During duty hours, sign in newly arrived officers from leave.
- Confirm officer's MSC assignment with G1s/Brigade S1s.
- Send officers to their respective MSC for duty memorandum. Direct officers to 21st Repl Co for orientation/inprocessing guidance.
- Publish orders.

2e**Finance
Inprocessing**

Finance inprocessing is one of the BIG 4. The finance section responsible for inprocessing resides in the Rivers Building.

All soldiers will complete finance inprocessing before they depart to their gaining unit. Finance personnel will stamp the soldier's 21st Repl Co Inprocessing Checklist and the DA Form 5123-1-R when the soldier completes in-processing at the finance station.

If a soldier does not complete finance requirements then the finance section will follow up with the respective finance battalion to ensure soldier completes finance inprocessing within **7 days**.

**Finance
Inprocessing**

Requirements:

- Brief soldier and gather the required documents to process travel payments.
- Compute and process travel pay entitlements for the soldier. Set suspense date for Temporary Lodging Allowance (if still in temporary quarters), Dependent Travel Pay, or Dislocation Allowance (if family did not accompany soldier).
- Process/update allotments/pay options for the soldier.
- Process/update soldier's pay account and verify special and incentive pay entitlements, recertify Basic Allowance for Housing. Authorize separate rations for those soldiers accompanied by dependents, as well as all SFC or higher.
- Verify/process indebtedness to the U. S. Government.
- Inform 21st Repl Co Commander of any required follow-up action.
- Arrive soldier to Fort Hood.

2f

**Military
Personnel
Division,
Personnel
Inprocessing**

Personnel inprocessing is one of the BIG 4. The personnel section responsible for inprocessing resides in the Rivers Building. All soldiers will complete personnel inprocessing before they depart to their gaining unit.

The personnel section will stamp the soldier's 21st Repl Co Inprocessing Checklist and DA Form 5123-1-R after the soldier completes requirements at the personnel section.

If the soldier does not complete personnel inprocessing then the personnel section will follow up with the respective personnel services battalion to ensure the soldier completes inprocessing within **7 days**.

Requirements:

Audit the data elements listed below **with or without the soldier** to preclude errors between the SIDPERS file and the MPRJ.

- Name
- Social security number (SSN)
- Military personnel classification (MPC)
- Citizenship
- Last permanent change of station (PCS)

Audit the data elements listed below **with the soldier** to preclude errors between the SIDPERS file and the MPRJ.

- Marital status
- Spouses' SSN and MPC if married to another soldier

**Military
Personnel
Division,
Personnel
Division**

- Military education
- Civilian education
- Physical category
- Regimental affiliation and home base
- Current/last foreign service tour
- Grade
- Date of rank (DOR)
- Expiration term of service date/agreement (ETS/ESA)
- Date returned from overseas/date of estimated return from overseas (DROS/DEROS)
- Number of dependents
- Command sponsored dependents (CSDEP)
- Date dependents arrived overseas (DDARO)

Audit the following forms and documents **with the soldier** to preclude errors between the SIDPERS file and MPRJ:

- DA Form 4037 (Officer Record Brief)
- Enlisted Record Brief
- DA Form 2-1 (Personnel Qualification Record Part II)
- DD Form 93 (Record of Emergency Data)
- DA Form 3355 (Promotion Point Worksheet)
- VA Form 29-8286/SGLV-8286 (Serviceman's Group Life Insurance Election)
- Basic active service date/pay entry date (BASD/PEBD)
- Verify soldiers DIEMS date to determine if soldier is eligible for the Career Status Bonus.

Issue each soldier new ID card (as required) to prevent a soldier readiness nondeployment condition. Check each soldier's family member status (ID card and DEERS).

2g

**Dental
Inprocessing**

Dental inprocessing is one of the BIG 4. The dental section responsible for inprocessing resides in the Rivers Building.

All soldiers will complete dental inprocessing before they depart to their gaining unit.

Dental personnel will stamp the soldier's 21st Repl Co Inprocessing Checklist and DA Form 5123-1-R when the soldier completes inprocessing at the dental station.

**Dental
Inprocessing**

If a soldier does not complete dental inprocessing while assigned to the 21st Repl Co then the dental section will follow up with the respective dental clinic to ensure soldier completes dental inprocessing within **7 days**.

Requirements:

- IAW AR 600-8-101, confirm each soldier has a dental treatment record and PANOREX. Verify accuracy of the information in the dental treatment record.
- DENTAC and III Corps, Fort Hood agreed to expand the Dental Inprocessing Section that includes:
 - An annual exam for soldiers in Class 4 dental status
 - Treatment at the Class 3 Intercept Clinic where soldiers can be held for two working days.

2h

**Medical
Inprocessing**

Medical inprocessing is one of the BIG 4. The medical section responsible for inprocessing resides in 1 location, Building Thomas Moore Clinic.

All soldiers will complete medical inprocessing before they depart to their gaining unit. Medical personnel will stamp the soldier's 21st Repl Co Inprocessing Checklist and DA Form 5123-1-R when the soldier meets requirements at the medical station.

If a soldier does not complete medical requirements then the 21st Repl Co will inform unit commander. The commander will follow up with their respective TMC to ensure soldier completes medical inprocessing within **30 days**.

Requirements:

- HIV tested/ verify DNA on file
- Verify P3/P4 profiles and verify medical board status
- Verify medical warning tags
- Conduct hearing test
- Eye glasses and lens requirements

Note: If soldier has a 20/40 vision, they will be referred to their TMC (Optometry) for an eye exam. It is the soldiers responsibility to make the appointment.

- Verify immunization
 - Obtain medical record from soldier and forward to Medical Treatment Facility (MTF)
 - Verify periodic and over 40 physicals and inform soldier of status
-

2i

Sewing Shop The 13th COSCOM has a sewing shop set up in the 21st Repl Co area.

13th COSCOM,

157th The goal of the sewing shop is to sew patches of the gaining unit on each soldier's Class A jacket

Quartermaster and 3 battle dress uniform tops.

Company Soldiers must receive assignment instructions from Strength Management and turn in uniforms to the sewing shop NLT Day 2 of inprocessing to ensure patches are sewn on before they are sent to their gaining unit.

3

INPROCESSING OVERVIEW

3a

Military Personnel Division, Personnel Inprocessing Junior and senior soldiers complete inprocessing using a 3 day cycle. (Appendix G)

3b

Sponsorship Division G1s, Separate Brigade S1s, CSMs Per the Commanding General's Policy Letter #AG 01-03, "every soldier on Fort Hood will receive a sponsor." (Appendix H)

Corps Strength Management works directly with G1s and separate brigade S1s to ensure that individual sponsors are assigned to each soldier.

Sponsorship occurs on Day 3 for both junior and senior soldiers.

Sponsorship takes place every morning at the old theater (Building 134) across from Military Clothing and Sales.

Senior soldiers' sponsorship takes place from 0730-0800.

Junior soldiers' sponsorship takes place from 0800-0830.

3c

Holiday/Peak Periods The Commander, 21st Repl Co may authorize minor variations in the inprocessing schedule to ensure completion of the BIG 4 during holiday or peak inprocessing periods.

The number of soldiers who are billeted in the 21st Repl Co will impact inprocessing.

Soldiers may need to be shipped early to their units and returned to the 21st Repl Co to complete the BIG 4. (Appendix I)

OUTPROCESSING OVERVIEW**Types of Out Processing**

Types of processing are:

- Permanent change of station (PCS) (Appendix J)
 - Expiration Term of Service (ETS) (Appendix K)
 - Retirement (Appendix L)
 - Chapter separations (Appendix M)
 - Physical disability separations and retirements (Appendix N)
 - On-post transfer (Appendix O)
 - Temporary duty (TDY) or TDY in conjunction with PCS (Appendix P)
 - Unit movement (Appendix Q)
 - Reservist (Appendix R)
 - Medical hold (Appendix S)
-

5**OUTPROCESSING**

5a

Definition Outprocessing includes those steps taken to prepare a soldier for departure from Fort Hood for individual:

- Reassignment.
- Transition.
- Retirement.
- TDY over 90 days.
- Separation from service.
- Other assignment.

Outprocessing starts at the unit Personnel and Administration Center (PAC).

5b

Uniform Soldiers will wear battle dress uniform or duty uniform while clearing the installation.

Soldiers perform final clearance from Fort Hood and the Army in battle dress uniforms.

6**TRANSITION PROCESSING**

6a

Types of Separations Transition processing (separation from the Army) is done in one of four ways, depending on the type of separation:

- ETS (Appendix K)
- Prior to ETS (Appendixes M and N)
- Retirement length of service and medical (Appendixes L and N)
- Physical disability separation (Appendix N)

6b

Army Career and Alumni Program Separating soldiers must receive pre-separation counseling.

- Retirees may begin the ACAP process once their retirement packet is submitted.
- All others may begin the ACAP process 180 days prior to ETS.

Soldier must receive transition counseling at least 90 days prior to separation per Public Law 102-484.

6c

Physical Waivers AR 40-501 (Standards of Medical Fitness) requires a complete transition physical for a physical waiver.

6d

ID/DEERS Complete ID/DEERS at separation.

Soldiers with remaining service obligation or who are terminating their service and enlisting with the Reserves must acquire Reserve Component ID cards.

Any military installation can issue reserve ID cards with proper documentation

- Separation orders, DD Form 214 (Certificate of Release of Discharge from Active Duty).
- DD Form 4 (Enlistment/Reenlistment Document - Armed Forces of the United States).

Soldiers, including retirees, separating from service and their family members must turn in their active duty and family member ID cards.

Soldiers separating in terminal leave status will mail ID cards and family member cards to their transition point on their separation date.

7

CENTRAL CLEARANCE

7a

Guidance in Outprocessing At not more than 14 working days prior to the start of permissive TDY, PCS leave, transition leave, ETS date or report date, the soldier attends a central clearance briefing in Bldg 121 Monday, Tuesday, Wednesday, and Friday at 0930 and 1030 hrs for SSG and below, and 1400 hrs for SFC and above.

A soldier must possess orders, or a memorandum authorizing the soldier to clear without orders, (must be signed by the Commander or 1SG), and an approved DA Form 31.

Memorandum must include:

- Soldier's name
- Rank
- Reason the soldier is clearing without orders
- Proposed departure date

If the soldier is separating under Chapters 9, 10, 13 or 14, AR 635-200 (Enlisted Personnel):

- Must have an NCO escort who is senior in rank.
- The escort must be listed on the memorandum.

At the clearance briefing, the soldier receives guidance on how to outprocess. Central clearance will schedule a final appointment. Central Clearance will request Military Personnel Record Jacket (MPRJ) from servicing personnel services battalion.

Two working days after attending the central clearance briefing, the soldier returns to pick up clearance papers and receives further instructions.

- Time Frames**
- Single soldiers have 5 working days to clear.
 - Single soldiers who reside off the installation have 10 working days to clear.
 - Married soldiers have 10 working days to clear.

Upon receipt of PCS reassignment orders, soldier needs to attend a finance outprocessing briefing given on Mondays at 0930, Bldg 134.

7c

Items Cleared by Central Clearance Central Clearance will obtain basic information from each soldier and initiate electronic clearances for the activities listed below. If the activity does not require the soldiers presence then they will be electronically cleared. Central Clearance will also verify soldiers DIEMS date. If eligible, soldier will be issued the Career Status Bonus (CSB) memorandum for completion. Original memorandum will be forwarded to soldiers official military personnel file (OMPF).

If an activity requires a soldier's presence to clear, the soldier is notified of the requirement upon receipt of clearance papers.

Each activity must check records on each soldier and indicate status to Central Clearance daily by 1600.

- Army Community Service: loan closet, Exceptional Family Member Program (EFMP)
- Army Emergency Relief: loans
- Audio Visual
- Check Redemption: returned checks
- Consumer Affairs: deposit waiver
- Housing
- Library
- ESPRIT Card
- Provost Marshal Office
- U.S. Magistrate: traffic citations

7d

Mandatory Clearance by Soldiers All soldiers are required to clear the activities listed in this paragraph. This will be marked with an "X" on the Clearance papers (DA Form 137-2-R).

- Education Center
- Troop Medical Clinic
- Dental Clinic

Mandatory Clearance by Soldier	<ul style="list-style-type: none"> • CIF • Post Exchange • TRICARE • Reserve Component Career Counselor: ETS, Chapters, Medical, Reserve Control Points (RCP) • ACAP: all soldiers transitioning from the military • Port Call: overseas PCS • HIV Screening: overseas PCS • Finance • Unit Level: S1, S2/3, Commander • School: Soldier relocating dependents will disenroll their children from school (KISD, CISD, TISD, etc). Soldiers will be issued the appropriate form to have the school fill out and return the form to Central Clearance with there clearances papers stamped by the school.
	<u>7e</u>
Duty Status	DA Form 137-2-R (page 3) must be completed for soldiers separating from the service, indicating any leave, TDY, hospitalization, field duty, lost time, absent without leave, and confinement within the past 60 days.
	<u>7f</u>
Clearance Verification	Central Clearance will approve the installation clearance record for outprocessing soldiers by stamping the form with a distinctive stamp (valid for 3 working days).
	This stamp indicates that the soldier has cleared the installation correctly.
	<u>7g</u>
Leave	Soldiers must complete all required outprocessing before signing out on permissive temporary duty (PTDY), transition, or PCS leave.
	<u>7h</u>
Uniform	All soldiers must wear battle dress uniform to clear regardless of their duty status.
	The only dress exceptions are for soldiers on convalescent leave or pregnancy discharge.
	<u>8</u>

SEPARATIONS AND DISCHARGES, PCS, TDY, UNIT MOVEMENTS AND DEATHS

8a

Chapter Separations	<p>Commanders may authorize a soldier to begin clearing without orders if the soldier is separating by a chapter with short notice.</p> <p>The authorization must be in writing and signed by the Commander or 1SG and must include:</p> <ul style="list-style-type: none"> • Soldier's name
----------------------------	---

**Chapter
Separation**

- Rank
- The reason the soldier is clearing without orders.
- A proposed separation date.

If the soldier processes under Chapters 9, 10, 13 or 14, AR 635-200 they must have a NCO escort (senior in rank) listed on the memorandum.

- Escorts must remain with the separating soldier at all phases of the clearing process (Appendix M).

Finance separations (Bldg 121, Room 141) must be notified immediately, and the unit must hand carry the separation orders to finance separation as soon as orders are received.

Soldiers pending chapter separation should be referred to ACAP for pre-separation counseling at the time of the chapter submission.

8b**TDY**

Individual soldiers tasked to perform extended TDY for 90 days or longer will follow procedures outlined in Appendix P.

Soldiers who are TDY as part of unit movement or deployment will follow outprocessing procedures prescribed by the movement order, or as shown in Appendixes P and Q.

8c

Unit Movement, Relocation Assistance Briefing, The Battalion S1 schedules relocation assistance briefings upon notification of unit movement. Representatives from each activity will be scheduled as needed.

- Army Community Service (ACS)
- Transportation
- Personnel
- Finance
- Housing
- Movements (passport, port call, travel)

8d**Procedures**

Arrangements for unit movement are made through the Directorate of Logistics (Appendix Q).

Contingency unit moves do not require installation clearing procedures.

**Deceased,
Confinement,
and Dropped
from Rolls
(DFR)
Processing**

Generally, installation clearance is required for soldiers in a deceased, confinement, or DFR, status and can be accomplished by a soldier appointed on orders by the unit commander.

The appointment orders must include:

- The appointee's name, rank and social security number.
- The individual the appointee is clearing and the reason for such action.

The appointee

- Clears on the soldier's behalf.
- Attends the Central Clearance briefing.
- Performs all other procedures the soldier would normally clear.

An appointment memorandum and a copy of the casualty report are required for deceased soldiers.

- The unit representatives should contact the III Corps Casualty Operation Branch to coordinate final record processing for deceased soldiers.

An appointment memorandum and a copy of confinement orders are required for confined soldiers.

- The supporting Personnel Control Facility nearest the home of record maintains records for those soldiers outprocessing in an excess leave status and awaiting appellate review on a punitive discharge.
- The unit will get the records and forward them to the gaining facility commander.
- The appropriate Staff Judge Advocate publishes these orders.

An appointment memorandum and a copy of the DA Form 4187 are required for DFR soldiers.

Appendix A References

Section I. Required Publications

AR 40-3, Medical, Dental, and Veterinary Care
AR 40-501, Standards of Medical Fitness
AR 380-67, The Department of the Army Personnel Security Program
AR 381-12, Subversion and Espionage Directed Against the U.S. Army (SAEDA)
AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS)
AR 600-8-101, Personnel Processing (In- and Out- and Mobilization Processing)
AR 600-85, Alcohol and Drug Abuse Prevention and Control Program
AR 608-1, Army Community Service Program
AR 614-30, Overseas Service
AR 614-200, Enlisted Assignments and Utilization Management
AR 635-40, Physical Evaluation for Retention, Retirement or Separation
Public Law 101-510, National Defense Authorization Act FY 1991
Public Law 101-510, National Defense Authorization Act FY 1993
Fort Hood Regulation 350-135, Individual Reservist Training
Fort Hood Regulation, Deployment
Fort Hood Regulation 608-6, Fort Hood Check Control Procedures
Memorandum, 16 November 1992, AFZF-AG, Subject: Personnel In and Out-Processing Memorandum of Instruction

Section II. Related Publications.

This section not used.

Section III. Referenced Forms.

DA Form 31, Request Authority for Leave
DA Form 137-2-R, Installation Clearance Record
DA Form 669, Army Continuing Education System (ACES) Record
DA Form 1315, Reenlistment Data
DA Form 3349, Physical Profile
DA Form 3955, Change of Address and Directory Card
DA Form 4187, Personnel Action
DA Form 5123-1-R, Personnel Inprocessing Record
DD Form 4, Enlistment or Reenlistment Agreement - Armed Forces of the United States
DD Form 93, Record of Emergency Data
DD Form 214, Certificate of Release or Discharge from Active Duty
DD Form 689, Individual Sick Slip
DD Form 2648, Pre-separation Counseling Checklist (ACAP)
Fort Hood Form Letter 600-X23, Family Care Plan Counseling

Appendix B

DA Form 647 (Personnel Accountability Register)[illegible]

Appendix C
21st Replacement Company Inprocessing Checklist

MEMORANDUM FOR Soldier's Gaining Unit Supervisor

SUBJECT: Soldier's Inprocessing Update for _____, SSN# _____

1. The purpose of this memorandum is to inform gaining units of which parts of inprocessing their incoming personnel have completed and not completed. On occasion, limited barracks space and conflicting appointment times can prevent soldiers from completing their entire inprocessing schedule.

2. This soldier has completed/not completed the following parts of inprocessing:

	Complete	Not Complete	Reason
a. Finance	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Personnel	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Medical	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Dental	<input type="checkbox"/>	<input type="checkbox"/>	_____

3. If the incoming soldier has missed any of the above appointments, the gaining unit should set up an appointment with the following agencies:

- a. Finance, Rivers Building, Bldg 121, 287-8660.
- b. Personnel at gaining unit's PSB.
- c. Medical at gaining unit's TMC.
- d. Dental at gaining unit's dental clinic.

4. This soldier **is / is not** a first term. If soldier is a first term (defined as first duty assignment after AIT), they must attend **mandatory** Personal Financial Management Training conducted by DCA Army Community Service. Training will be conducted by DCA ACS at the Soldier Development Center, Bldg 33009, Room C206, on Monday, Tuesday, Wednesday and Friday from 0900 – 1700. POC is Mrs. LaDonna Curry @ 287-8982.

5. POC for this memorandum is the 21st Replacement Company Operations Officer or NCOIC at 618-8419.

GERALD AVILA
 CPT, AG
 Commanding

Appendix D
21st Replacement Company Counseling Checklist

MEMORANDUM FOR RECORD

Subject: Policies and Guidelines for Transient Soldiers Residing in the Barracks

1. Welcome to the 21st Replacement Company. Our goal is to make your stay in our barracks and inprocessing as pleasant as possible. However, we ask that you read and comply with the following policies and guidelines set forth in this memorandum. Failure to do so can and will result in UCMJ action.

INITIALS _____

a. Did you sign into Building 121 (Rivers Building) prior to reporting here? (circle) YES/NO
 NOTE: If not, you need to go back to Building 121 to sign in and turn in your 201 files. Medical, Records, Dental Records, etc.

b. You will sign for the following items: room key, linen, wall locker, desk, bed, and mattress.
 NOTE: A statement of charges will be completed for all missing or broken items that you signed for. It is imperative that you inventory the room and report any discrepancies to the CQ.

c. You will complete a personal property record (DA Form 4986) and turn it in to the CQ.
 NOTE: This will be used as proof of ownership if your personal (high dollar) value items are stolen.

d. You will utilize the "Buddy Team" after duty hours, during weekends and holidays due to safety and force protection (persons in teams of two or more).

e. Ensure your personal items are secured in your wall locker and the door to your room is locked at all times. Ensure your window is locked when there is no one in the room. This is your responsibility and it lessens the possibility of theft.

f. Alcohol is not permitted within the 21st Replacement Company barracks or parking lot. Do not drink and drive, and if you are not 21 years of age or older, it is illegal to drink.

g. **Smoking is not permitted in the barracks.** The only authorized smoking areas is the gazebo located at the west end of the building, and under the shelter in front of the building. DO NOT throw cigarette butts on the ground. NOTE: DO NOT tamper with the smoke detectors in your room. This is a FEDERAL OFFENSE and UCMJ action WILL BE taken.

h. Do not enter or loiter around the rooms of the opposite sex.
 NOTE: Males are not allowed in females area or females in males area or rooms. All visitors will sign in at the CQ desk and will only be allowed in the dayroom. Replacement soldiers must arrange to meet visitors before they enter the barracks. A replacement soldier must sponsor visitors and the sponsor is responsible for the visitor's behavior and remains with the visitor at all times.

i. It is your responsibility to ensure your room is kept to standard (i.e.: floors swept, mopped, trash emptied, wall locker and personal items secured, etc. prior to formation each day).
 NOTE: DO NOT empty your room trash in the trashcans in the laundry room, or at the bottom of the stairwells. Use the dumpster located in the parking lot to the east of the building. If you are caught using the trashcans, you will be put on trash detail for the remainder of your inprocessing.

j. Personal messages will be posted on the message board located between the door and window of the SDNCO desk. Check this board daily for messages from friends or family. Only in cases of emergency will messages/calls be delivered to your room. Duty soldiers will not be sent to rooms as a messenger.

k. The 1st (DISCOM) Brigade, 4ID DFAC supports this unit for meals. It is your responsibility to consume your meals and report on times to formations, etc. The location and times are posted in CQ area and briefed by the CQ SDNCO during your initial brief.

NOTE: No PT uniforms are allowed in the DFAC.

l. DO NOT WALK ON THE GRASS! Utilize the sidewalks and walking paths to the designated areas.

m. We expect you to conduct yourself in a professional manner at all times, and give the proper respect to the SDNCO/Entrance/Roving Guards, and Cadre. You will be treated with respect from them at all times.

NOTE: We have a ZERO TOLERANCE policy on sexual harassment or fraternization between Cadre and transient soldiers. Report all incidents of this nature to your chain of command in this unit immediately.

n. You will adhere to the policies and guidelines IAW AR 670-1 (Wear and Appearance of the Army Uniform and Insignia) at all times.

NOTE: Soldiers inprocessing in civilian clothing will adhere to this policy to include the wearing of jewelry.

o. It is your responsibility to be at the appointed place at all times. Due to the hectic schedule of inprocessing, it is imperative that you assist the Team Sergeants and ensure you comply with the instructions given by them.

p. **The 21st Replacement Company “does not” endorse any businesses. You are “strongly discouraged” from entering into any agreement to purchase automobiles, home stereos, personal computers, appliances, books, etc. until you speak to consumer affairs and go to your gaining unit.**

NOTE: There is a consumer affairs briefing on DAY ONE of inprocessing that is very beneficial to all newly assigned personnel in this command. We have a serious problem with solicitors who “prey” on our transient soldiers in the company area. If a solicitor approaches you, ask for his/her business card, and report the incident to the CQ or your Team Sergeant Immediately.

2. If you have any problems with the CQ or any 21st Replacement Cadre, feel free to report it to the First Sergeant @ 287-0020, or the Commander @ 287-0019 under our open door policy.

// ORIGINAL SIGNED//
GERALD AVILA
CPT, AG
Commanding

I, (Rank: _____ Full Name _____), have read this memorandum and fully understand the contents. I will comply with the policies and guidelines set forth in this document. I also understand that if I fail to comply with these policies, I WILL BE subject to UCMJ action.

Signature: _____

Date: _____

Appendix E

Weekly Big Four Report

JUNIORS														
RPT DATE	DATEASGD	LAST NAME	FIRST NAME	SSN	RANK	PMOS	ASGNTD	GUNIT	GUIC	PERS	FIN	MED	DEN	
27-Nov-01	20-Nov-01	HALL	MICHAEL		PVT	56M	4ID	3/16 FA BN	WAC9AA	YES	YES	YES	NO	
27-Nov-01	20-Nov-01	FELTON	MALISHA		SPC	77F	13TH	53rd QM Co	WDJAAA	YES	YES	YES	NO	
28-Nov-01	21-Nov-01	RICHTER	ADAM		PVT	13B	1 CAV	H-HB 3-82 FA	WFBKTD	YES	YES	YES	NO	
28-Nov-01	21-Nov-01	SAULBERRY	DERKAL		SPC	63B	1 CAV	HHC 27 MSB	WDJ6TD	NO	NO	NO	NO	
30-Nov-01	27-Nov-01	BRAY	STEPHEN		PV2	52D	4ID	HHC 104TH MI BN	WGDHAA	NO	YES	YES	NO	
SHOWS TOTAL # JUNIORS THAT DID NOT COMPLETE INPROCESSING FOR WK										TOTAL	2	1	1	3
SHOWS PERCENTAGE JUNIORS THAT DID NOT COMPLETE INPROCESSING FOR WK										PERCENT	2.9%	1.5%	1.5%	4.4%
SENIORS														
RPT DATE	DATEASGD	LAST NAME	FIRST NAME	SSN	RANK	PMOS	ASGNTD	GUNIT	GUIC	PERS	FIN	MED	DEN	
27-Nov-01	21-Nov-01	WASHINGTON	TED		SFC	77F	13TH	53rd QM	WDJAAA	YES	YES	NO	YES	
SHOWS TOTAL # SENIORS THAT DID NOT COMPLETE INPROCESSING FOR WK										TOTAL	0	0	1	0
SHOWS PERCENTAGE SENIORS THAT DID NOT COMPLETE INPROCESSING FOR WK										PERCENT	0.0%	0.0%	1.6%	0.0%
TOTAL														
TOTAL TO NOT COMPLETE INPROCESSING FOR WEEK 26 NOV - 02 DEC 01										TOTAL	2	1	2	3
PERCENTAGE TO NOT COMPLETE FOR WEEK 26 NOV - 02 DEC 01										PERCENT	1.6%	0.8%	1.6%	2.3%
LEGEND														
NO TRVL VOUCH- SOLDIER DID NOT HAVE A TRAVEL VOUCHER								WEEK: 26 NOV - 02 DEC 01		JUNIORS	SENIORS	TOTAL	%	
APPOINTMENT- SOLDIER HAS AN APPOINTMENT TO INPROCESS PERSONNEL								PERSONNEL		2	0	2	1%	
NO RECORD - THE RECORD IS REQUIRED TO INPROCESS - SOLDIER DID NOT HAVE ONE								FINANCE		1	0	1	0%	
AWOL - SOLDIER IS ABSENT WITHOUT LEAVE								MEDICAL		1	1	2	1%	
EMERG LV - SOLDIER IS ON EMERGENCY LEAVE								DENTAL		3	0	3	1%	
PENDING MED- SOLDIER WAITING FOR TEST RESULTS TO BE CLEARED BY MEDICAL								REPL CO		185	128	313		

Appendix F
DCA-01-04

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory First-Term Personal Financial Management Training

1. PURPOSE. To establish procedures to sustain mandatory first-term Personal Financial Management Training (PFMT) on Fort Hood.

2. BACKGROUND.

a. The U.S. Congress and Department of Defense directed all services to provide standardized mandatory PFMT for all first-term soldiers. IAW DODI 1344.7 and AR 608-1, first-term soldiers will receive 8 hours of standardized PFMT within 90 days of arriving at their first duty station.

b. The U.S. Army Community and Family Support Center (CFSC) developed a standardized 8-hour block of instruction to assist commanders in providing PFMT for first-term soldiers. The PFMT training includes lessons on: personal financial responsibility, pay and entitlements, impact of mismanagement on military career, money management, checkbook management, record keeping, budgeting, financial planning, saving and investing, understanding and using credit wisely, insurance, car buying, consumer scams, and local consumer laws.

3. POLICY.

a. As commanders, we must recognize that an increasing number of men and women joining the military have inadequate knowledge and understanding of basic personal financial management skills. Many recruits lack the basic skills necessary for checkbook or credit card management, resulting in increased levels of bankruptcy and indebtedness. This lack of knowledge can greatly impact the readiness of the unit, soldier, and family.

b. Army Community Service will provide PFMT 4 days per week, Mon, Tues, Wed, and Fri, 0900-1700, at the Oveta Culp Hobby University Center or other G3/Education Services designated location. Each month, ACS will send copies of the attendance roster to Major Subordinate Commands (MSC) and separate brigades, and monthly, prepare a report for the Chief of Staff, by MSC, which indicates the number of first-termers assigned and the number trained.

c. The 21st Replacement Company (RC) will provide G1s/S1s/ACS FRP a by-name and unit listing of first term soldiers daily via email. The list will be emailed on day 3 of soldiers in-processing; additionally, the 21st RC will annotate on each soldier's inprocessing checklist whether or not the soldier is a "first-term" and requires training.

d. Company Commanders will be responsible to send their first-term soldiers to PFMT the day after they arrive at their unit (i.e., soldier arrives on day 4, unit send soldier to training on day 5).

e. The mandatory PFMT will help us to meet our responsibilities of balanced readiness and to build a strong and knowledgeable fighting force. The PFMT is proactive instead of reactive in meeting the soldiers' need for improved financial management skills.

4. SUPERSESSON. This Command Policy Memorandum corrects Command Policy Memorandum Number, DCA-01-04, dated 8 January 2001.

5. EXPIRATION. This Command Policy Memorandum will remain in effect until superseded or rescinded.

// S //
B.B. BELL
Lieutenant General, USA
Commanding

Appendix G Inprocessing Schedules

INPROCESSING SCHEDULE FOR JUNIORS (PVT-SPC)

Effective Date: 29 April 2002

DUTY UNIFORM IS BDU AND FRESH HAIRCUT

DAY 0:

**** Sign into Rivers Building (Bldg 121) and ensure you receive 21st Replacement Company inprocessing checklist and inprocessing schedule.**

**** Once complete @ Rivers Building, report immediately to the 21st Replacement Company CQ, Building 16008.**

DAY 1: (School District Video and Housing Video will be made available to soldiers upon request.)

0615-0645	Accountability Formation/Billets Maintenance	(Between Bldg 16008 & 16009)
0645-0745	Breakfast	(4ID DISCOM DFAC)
0755-0800	Formation / Move to Bldg 16011	(Between Bldg 16008 & 16009)
0800-0825	Initial Welcome and Fort Hood Welcome Video	(Seated inside Bldg 16011)
0830-0850	ACS (Shirley Crowder 286-6780)	(Building 16011)
0900-0945	Consumer Affairs/CFNCO (MSG Knapp 287-0282)	(Building 16011)
0950-1145	Finance (Mr. Pen 287-8660)	(Building 16011)
1145-1300	Lunch	(4ID DISCOM DFAC)
1300-1630	Personnel inprocessing (Team Sergeants)	(Rivers Building)
1630-1800	Dinner	(4ID DISCOM DFAC)

DAY 2:

0630-0645	Accountability Formation (Receive unit assignments)	(Bldg 16008)
0645-0745	Breakfast	(4ID 1st DISCOM DFAC)
0730-1130	Dental inprocessing (Team Sergeants)	(Rivers Bldg)
0930-1130	Personnel Inprocessing	(Rivers Bldg)
1145-1300	Lunch	(4ID DISCOM DFAC)
1300-1630	Personnel inprocessing (Team Sergeants)	(Rivers Building)
1630-1800	Dinner	(4ID DISCOM DFAC)

DAY 3:

0645	Accountability Formation	(Bldg 16008)
0700-0730	Breakfast	(4ID DISCOM DFAC)
0745	Formation for Sponsorship Movement (All JRs ride bus)	(Between Bldg 16008 & 16009)
0800-0830	Sponsorship	(Bldg 134)
0930-1130	Medical inprocessing (Team Sergeants)	(Thomas Moore Clinic)
1145-1300	Lunch	(4ID DISCOM DFAC)
1245-1600	Bus Loading / Sign out and Ship to Units	(Parking lot across Bldg 16008)
1300-1630	Dental (Class 3/ 4s) ***	(Dental Clinic #3)

NOTE: Due to barracks overflow, soldiers may be shipped early. Early shipment will be coordinated with G1/S1s.

*****All Dental holdovers will be scheduled at _____ beginning day 4.**

INPROCESSING SCHEDULE FOR SENIORS (SGT-MAJ)**Effective Date: 29 April 2002****DUTY UNIFORM IS BDU AND FRESH HAIRCUT****DAY 0:****** Sign into Rivers Building (Bldg 121) and ensure you receive 21st Replacement Company inprocessing checklist and inprocessing schedule.****** Once complete @ Rivers Building, report immediately to the 21st Replacement Company CQ, Building 16008.****DAY 1: (School District Video and Housing Video will be made available to soldiers upon request.**

0700-0825	Initial Welcome and Fort Hood Welcome Video	(Seated inside Bldg 16011)
0830-0850	ACS (Shirley Crowder 286-6780)	(Building 16011)
0900-0945	Consumer Affairs/CFNCO (MSG Knapp 287-0282)	(Building 16011)
0950-1145	Finance inprocessing (Mr. Pen 287-8660)	(Building 16011)
1230-1600	Dental inprocessing (Team Sergeants)	(Rivers Building)

DAY 2:

0700-0730	Accountability Formation (Receive unit assignments)	(Bldg 16008/Room 114)
0900-1100	Medical inprocessing (Team Sergeants)	(Thomas Moore Clinic)
1300-1630	Personnel inprocessing (Team Sergeants)	(Rivers Building)

DAY 3:

0530-0615	Linen and Key turn-in (Billet personnel only)	(Supply Bldg 16008/Room 117)
0700-0730	Accountability Formation	(Bldg 16008/Room 114)
0730-0800	Sponsorship (NCOs only)	(Bldg 134)
0900-1200	Dental (Class3/4's) ***	(Dental Clinic #3)
1200	Sign out of 21st Replacement Company and report to unit	(Bldg 16008/Room 114)

NOTE: Due to barracks overflow, soldiers may be shipped early. Early shipment will be coordinated with G1/S1s.***** All Dental holdovers will be scheduled 1300-1630 on Day 3.**

**Appendix H
AG-01-03**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sponsorship of Incoming Soldiers and Families

1. REFERENCE.

- a. Army Regulation 600-8-8, The Total Army Sponsorship Program.
- b. Fort Hood Regulation 600-8-8, Fort Hood Sponsorship Program.

2. PURPOSE: This memorandum outlines III Corps and Fort Hood policy regarding the sponsorship of incoming soldiers and their families.

3. GOALS.

a. The overall intent of the Command Sponsorship Program is to enhance active sponsorship actions, which will empower newly arrived soldiers and their families to make informed decisions prior to and upon arrival to the community. This should result in a smooth and successful transition to Fort Hood. This program is intended to be soldier and family oriented—not unit oriented.

b. Every soldier assigned to Fort Hood will receive a sponsor. When a soldier is assigned to a unit unannounced, with relatively short notice, or when restrictions of the assignment system prevent advance sponsorship, a reactionary sponsor will be appointed for the soldier within 24 hours of notification of assignment.

c. This program is designed to ensure soldiers and their families are:

- (1) Talked to before they arrive at Fort Hood to determine their needs and family requirements.
- (2) Informed as to what awaits them upon arrival in the Centroplex, including information on the soldier's unit assignment, the surrounding school systems, medical facilities, and housing availability and costs.
- (3) Given information regarding the transition process as to what the soldier can expect from the moment they arrive until they are settled in housing and report for duty. Whenever possible, sponsors will provide a tentative duty assignment.
- (4) Aware that the Fort Hood Community is sensitive to the reality that a move to a new area is a dramatic change. Our goal should always be to facilitate a smooth transition for Fort Hood.

4. POLICY. Fort Hood Regulation 612-1 details responsibilities for the sponsorship program. Sponsorship can produce huge dividends in morale and how our soldiers feel about the community. Our commitment and personal involvement will translate into soldiers and families who are excited and enthusiastic about joining the Fort Hood family.

5. SUPERSESSON: This Command Policy Memorandum supersedes Command Policy Memorandum, AG-99-02, dated 7 July 1999.

6. EXPIRATION: This Command Policy Memorandum will remain in effect until superseded or rescinded.

// S //
B.B. BELL
Lieutenant General, USA
Commanding

Appendix I
Holiday/Peak Period Coordination

With the winter personnel surge quickly approaching, the potential for barracks overflow greatly increases in the 21st Replacement Company (21st Repl Co). To ensure that soldiers receive proper accommodations, the 21st Replacement Company requests additional assistance from the G1s.

1. The 21st Repl Co normally ships junior soldiers (E1-E4) to their gaining unit on Day 3, following completed inprocessing. However, due to the anticipated barracks overflow from 28 Dec – 25 Jan, the 21st Replacement Company will ship soldiers on Day 2 from 1400-1600 to each designated division/COSCOM designated “consolidation point”. Prior to coordination with G1s, G1 POCs will meet their soldiers at their respective “consolidation point” to ensure accountability. G1 POCs will coordinate with their gaining subordinate units who will provide necessary accommodations for their new soldiers.
2. G1 POCs will coordinate with each subordinate gaining unit to ensure their new soldiers are returned to their respective “consolidation point” at 0530 the following morning (Day 3). 21st Repl Co will pick up soldiers from their respective “consolidation point” at 0545. Soldiers will be transported back to the 21st Replacement Company for breakfast and to complete Day 3 inprocessing.
3. Following Day 3 inprocessing, soldiers will be shipped directly to their gaining unit. Soldiers may be shipped as late as 2300 hours depending on completion of their appointments. There will be no appointments between 1600-1800. 21st Repl Co is responsible for providing dinner for those soldiers needing to come back. Soldiers will not return to the 21st Repl Co for Day 4 medical inprocessing. Units will be required to ensure their soldiers medically inprocess through their gaining unit TMCs within 90 days. The need for medical inprocessing will be annotated on each soldier’s checklist that they hand carry down to their gaining unit.
4. Additionally, the 21st Repl Co will not be able to keep dental holdovers during the surge. The Rivers Building will forward all dental records for soldiers requiring Class 3s and 4s to Dental Clinic #3 (next to COSCOM). Dental Clinic #3 (288-7830) will hold these records for two days before they send them down to the soldier’s respective TMC. Units will be responsible to coordinate for appointments through Dental Clinic #3 and their respective TMC.
5. Request the following from your G1 shops to facilitate the inprocessing effort:
 - a. Provide a primary and alternate POC to the Commander, 21st Repl Co, by 21 December.
 - b. Decide on a localized “consolidation point” that the 21st Repl Co can drop off and pick up soldiers.
 - c. Provide a G1 representative at the “consolidation point” to maintain accountability of soldiers and ensure that units pick up their soldiers at the end of the day and drop them off every morning.
 - d. Notify gaining units of any soldiers they will have shipping early on Day 2.
 - e. Gaining Subordinate Unit responsibilities:
 - (1) Provide necessary accommodations for incoming soldiers who ship early to their units.
 - (2) Transport soldiers to and from the G1 “consolidation point” in the morning and evening. (21st Repl Co will pick up soldiers up at the consolidation point.)
 - (3) Last year, the 21st Repl Co received nearly 300 soldiers on the first day back following the New Year. There was an even larger group of soldiers who arrived on the Tuesday following the Martin Luther King 4 day weekend.
6. Recap: From 3 Jan – 25 Jan, each G1 will provide a POC at their respective “consolidation point” at 1400-1600 hours for drop off and again at 0530 hours the following morning for pick up.
7. I have attached a spreadsheet that better depicts the above plan.
8. Thank you for your support. Please contact me with any questions @ 287-0019. V/R CPT Avila

Appendix J
Permanent Change of Station (PCS) Processing Flow Chart

PCS Processing Flow Chart

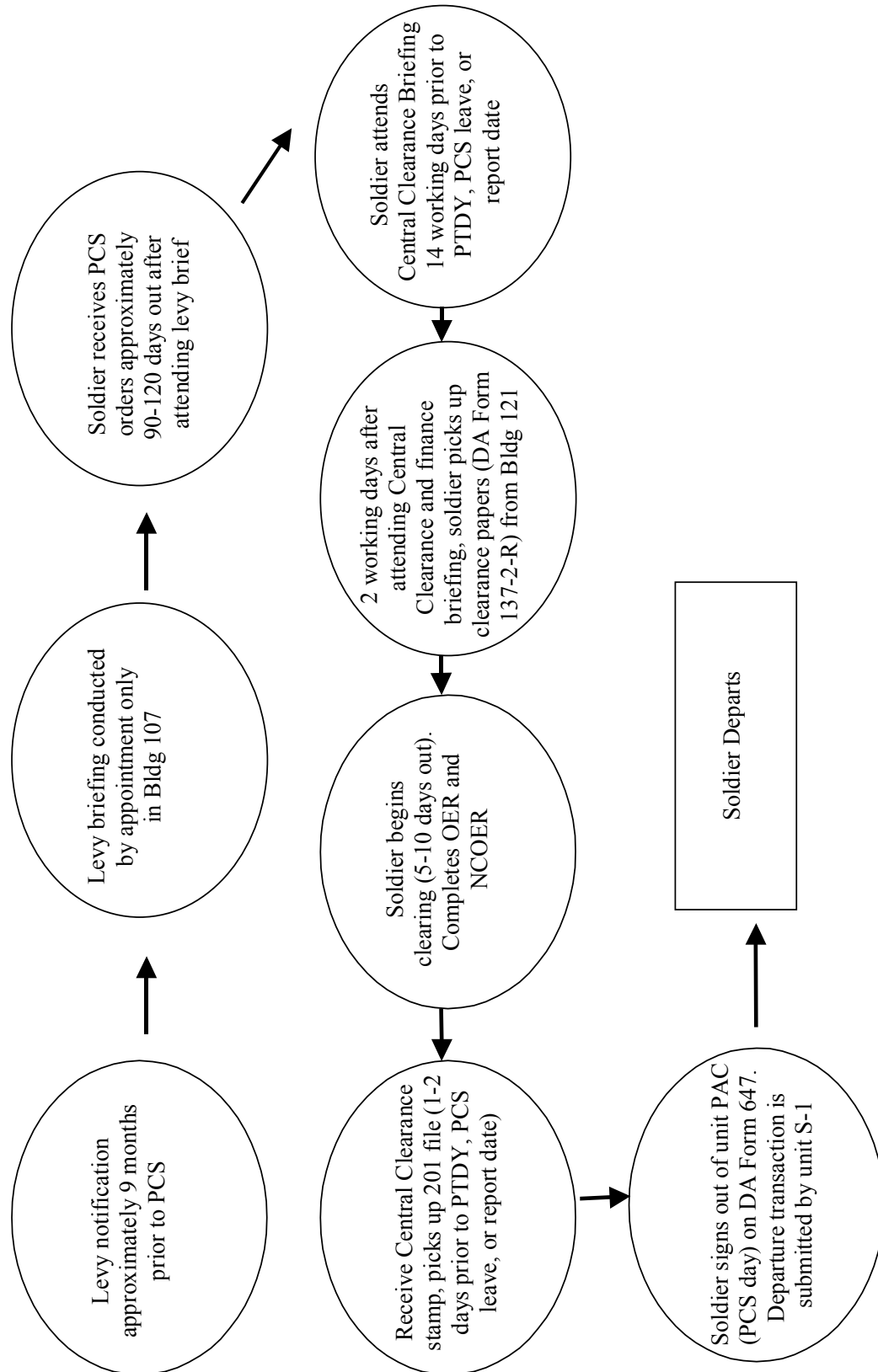


Table J-1. PCS Sequence

STEP TIME FRAME	RESPONSIBILITY	ACTION REQUIRED
1. Upon receipt of AI	IRPB (Bldg. 107)	Initial screen for eligibility.
2. Ongoing	BN/S-1/ Soldier	Screen soldier for eligibility (Ret, ETS, duty status, pending actions. Pull levy notification from SIDPERS. (Hot Keys R, I, P, E)
3. Two weeks after notification	IRPB (Bldg 107)	Soldier attends reassignment (levy) briefing. Explain assignment instructions, transportation entitlements, security requirements, and medical and dental verification.
4. Ongoing	Soldier	Personal Affairs- AER, etc. Sponsorship. Transportation Office (Bldg 108, Station 10). Housing/Housing Referral.
5. 90 + prior to reporting date	IRPB/Finance	Soldier receives orders and outprocessing instructions Attend finance outprocessing (Mondays at 0930, Bldg 134) • Bring 3 copies of orders, 1 copy of DA Form 31, and bank account information
6. 14 working days prior to PCS Departure	Soldier/ Central Clearance	Soldier attends Central Clearance Briefing (Bldg 121, Room 133). Picks up Installation Clearance Record (DA Form 137-2-R) two working days after attending briefing. Receives final Central Clearance appointment.
7. 5-10 days prior to PCS	Soldier/ Unit/BN	Clear items directed by Central Clearance. Complete all OER's and NCOERs.
8. 1-3 working days prior to PCS	Soldier/ Unit/BN/ Central Clearance	Receive signature from company commander or designated representative (sign DA Form 137-2-R), and report to Central Clearance at the appointed time given. Receive central clearance stamp.
9. PCS Day	BN/Soldier	Sign out of unit PAC utilizing DA Form 647 (Hot Keys for DRPT are A, U, R, D, I.)

Legend

AER - Army Emergency Relief

BLDG - Building

BN - Battalion

IRPB - Installation Reassignment Processing
Branch (Bldg 107)

NCOER - Noncommissioned Officer Efficiency Reports

OER - Officer Efficiency Report

Appendix K ETS Processing

ETS Processing Flow Chart

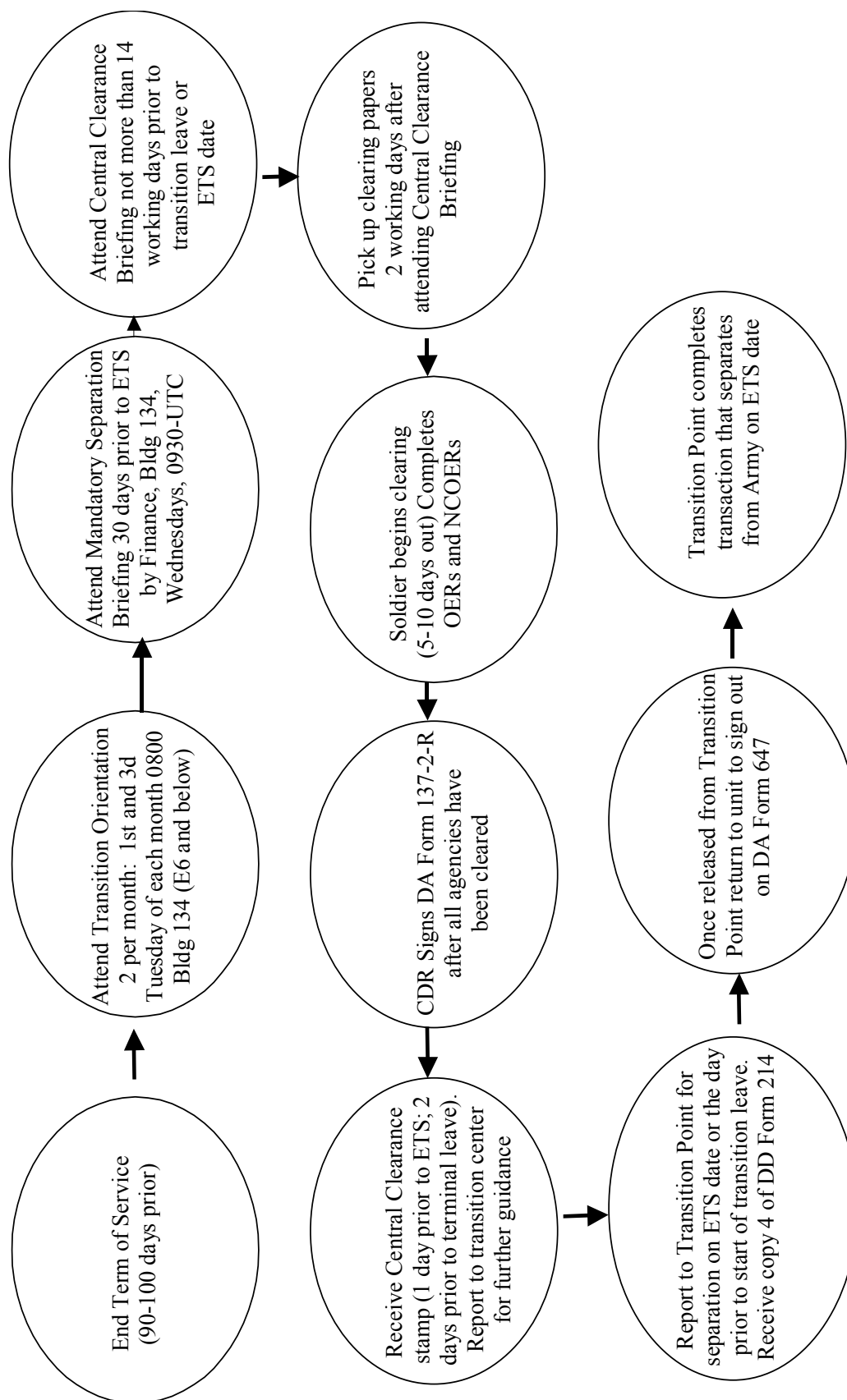


Table K-1. ETS Processing Sequence

STEP TIME FRAME	RESPONSIBILITY	ACTION REQUIRED
1. 90-180 days prior to ETS	Individual/ Unit/Commander/ACAP	Attend ACAP transition orientation at Bldg. 134 on 1st and 3d Tuesday of each month, 0800 hours, mandatory for SSG and below. All others must call 288-ACAP (2227) for appointments.
2. 90-150 days prior to ETS	Transition Point	Request 201 file from servicing PSB.
3. 90-120 days prior to ETS	Individual	Transition medical exam or physical waiver (Bldg 36001, telephone 288-8888). Request transition leave on DA Form 31 to unit S-1 (include a copy of LES).
4. 1 week after completing all previous steps	Individual/Unit	Pick up orders and make transportation arrangements (at least 30 days prior to desired shipment date).
5. 30 days prior to ETS	Individual	Mandatory finance separations briefing given every Wednesday, Bldg 134, 0930-UTC.
6. 14 working days prior to start of terminal leave	Individual	Soldier attends Central Clearance Briefing (Bldg 121, Room 133). Picks up Installation Clearance Record (DA Form 137-2-R) two working days after attending briefing. Receives final central clearance appointment.
7. 5-10 days prior	Individual/BN	Clears items directed by Central Clearance prior to start of transition leave, completes OER, NCOERs. Complete finance outprocessing.
8. 1 day prior to ETS or 2 days prior to start of transition leave	Individual	Receive commander's signature on DA Form 137-2-R.
9. 1-3 working days prior to ETS	Individual	Report to Central Clearance at appointed time. Receive clearance stamp.
10. At ETS, the work day prior to a weekend on four day holiday or work day prior to transition leave start date.	Individual	Order should be: <ul style="list-style-type: none"> • Reports to transition center for separation and DD Form 214. (Transition Point will do separation from the Army.) • If taking transition leave soldier will receive copy 4 of DD Form 214. On ETS date, soldier is instructed to call 254-287-5827. TC will then do separation from the Army and will mail copy 1 of the DD Form 214. • If soldier is not taking leave, soldier will receive both copies of DD Form 214 and TC will do separation transaction. • Sign out of unit PAC on DA Form 647. (Do not do Loss to Army Transaction.) • Start transition leave.

Legend

LES - Leave and Earnings Statement

TC - Transition Center

ACAP - Army Career and Alumni Program

Bldg - Building

UTC - Until Complete

PAC - Personnel Administrative Center

Retirement Processing Flow Chart

Appendix L Retirement Processing

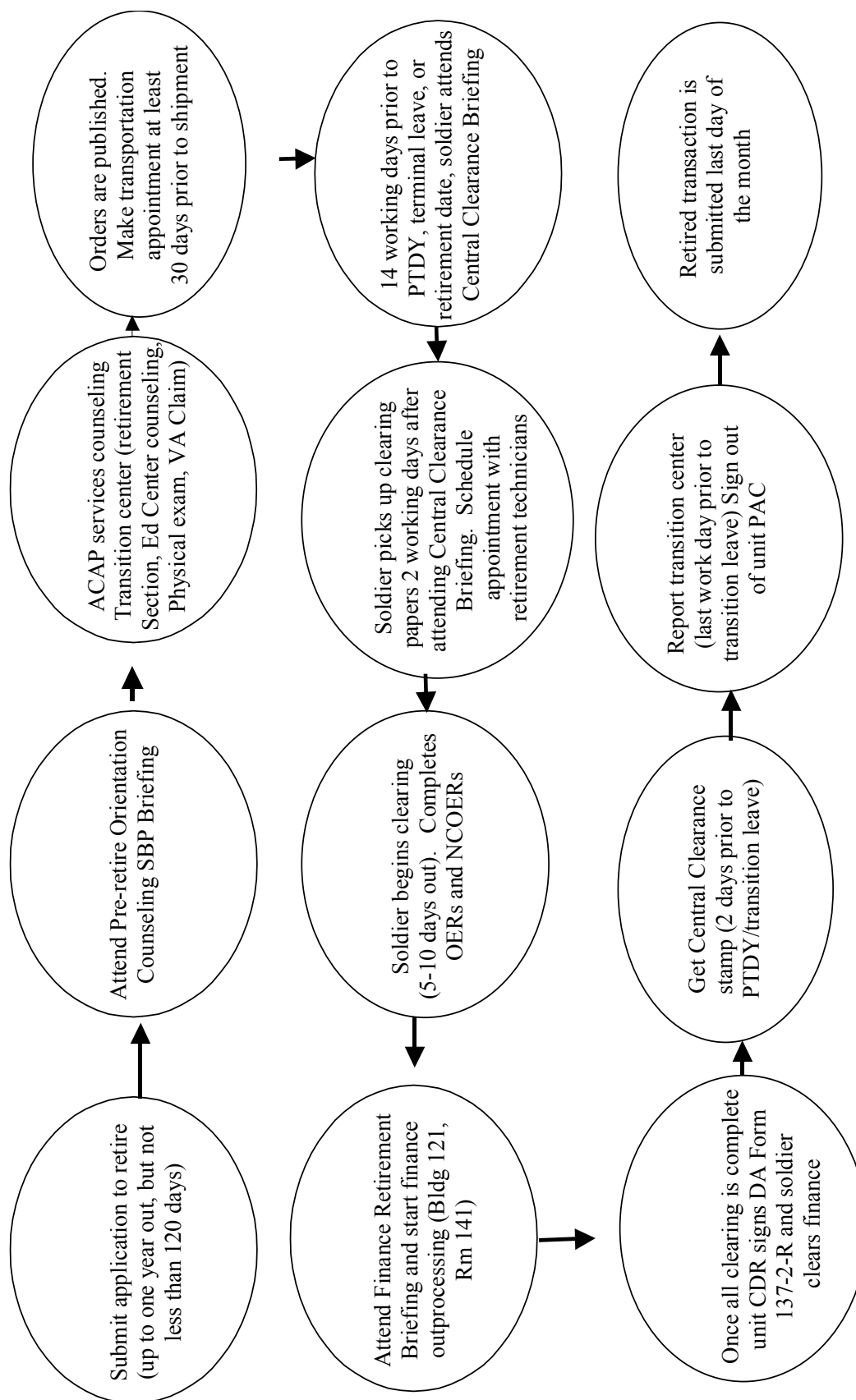


Table L-1. Retirement Processing Sequence

STEP TIME FRAME	RESPONSIBILITY	ACTION REQUIRED
1. Up to 12 months; but not less than 120 days	Soldier	Soldier submits request through MSC to Retirement Section, Transition Center Office (Bldg 121) (AR 635-200, para 12).
2. Once application has been submitted to TC	Soldier	Attends required ACAP briefing. Call 288-ACAP (2227) for appointment.
3. Conducted quarterly	Soldier/Retirement Services	Soldiers attend pre-retirement orientation, conducted quarterly (287-5210) SBP Briefing
4. 60 days after retirement has been approved/submitted	Transition Center	Publish and distributes orders.
5. 90-120 days from transition leave date for retirement	DACH	Have physical examination. Schedule through Central Appointment Section, DACH, 288-8888.
6. TBD by DACH	DACH/Medical Retirement	Soldier appears before medical evaluation board (see AR 635-40). Evaluation board recommends disability retirement to DA citing specific percentage and whether disability is temporary or permanent. DA publishes orders with specific date for retirement.
7. NLT 30 days prior to retirement	Soldier/Spouse/Retirement Services	Soldier and spouse, if married, must be briefed and indicate an option on Survivor Benefit Plan (mandatory). (287-5210, Bldg 18011)
8. 30 days prior to shipment date	Soldier/Transportation	Arrange for shipment of household goods, etc.
9. 14 working days prior to start of terminal leave	Soldier/ Central Clearance	Soldier attends Central Clearance Briefing (Bldg 121). Picks up Installation Clearance Record (DA Form 137-2-R) two working days later. Receives final Central Clearance appointment.
10. 14 working days prior to start of terminal leave	Soldier/Finance Outprocessing	Attend Finance Retirement Briefing (Bldg 121, Room 141).
11. 5-10 days prior	Soldier/BN	Clears items directed by Central Clearance prior to start of transition leave. Completes OER/NCOERs. Receives Cdr signature on DA Form 137-2-R.
12. 2 working days prior to terminal leave, day prior to retirement	Central Clearance	Receive final Central Clearance Stamp (DA Form 137-2-R).
13. Last working day	Transition Center/Soldier	Report to Transition Center, outprocess finance. Receives copies of separation documents and DD Form 214. If transition leave is involved, documents will be mailed on effective date of retirement. TC will do separation transaction.
14. Last working day	Soldier/BN	Sign out of unit PAC on DA Form 647.
15. Last working day	ID Card Section/Soldier	Turn in ID cards and receive retired ID cards for individual and family members.

Legend

Cdr - Commanders

DACH - Darnell Army Community Hospital

TBD -To Be Determined

Para - Paragraph

MSC - Major Subordinate Command

BN - Battalion

TC - Transition Center

PAC - Personnel Administrative Center

Appendix M Chapter Separations

Chapter Separations Flow Chart

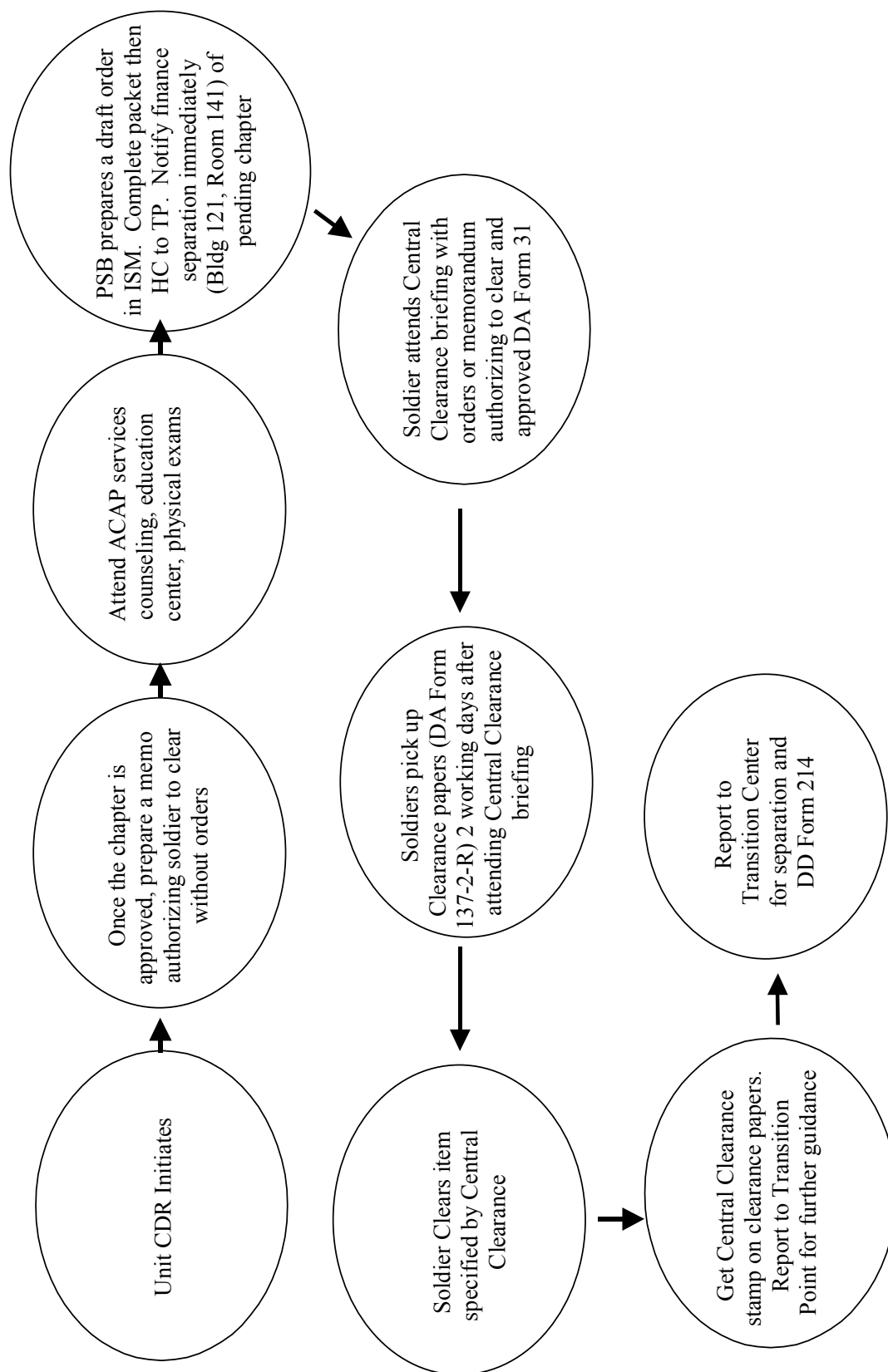


Table M-1. Chapter Separations Sequence

STEP TIME FRAME	RESPONSIBILITY	ACTION REQUIRED
1. Once Commander initiates and approves chapter	Unit S-1	Takes to servicing PSB for review. Prepare memorandum for soldier to clear without orders.
2. 1 day after submitted approved chapter to PSB	Unit S-1/Individual	Soldier attends Central Clearance Briefing (Bldg 121, Room 133). Picks up Installation Clearance Record (DA Form 137-2-R) two working days after attending briefing.
3. 48 hours after receiving approved chapter from unit S-1	Servicing PSB	Acquires 201 file from record section, screen chapter for accuracy, populates draft order in ISM, HC Chapter/MPRJ/Medical Records and dental records to Transition Center for processing
4. 2 days after receipt of chapter from PSB	Transition Point	Reviews chapter for accuracy. Issues an order # finalizing the order.
5. 48 hours after receipt of chapter from TC	Servicing PSB/Unit S-1	Prints finalized order for soldier to finish clearing.
6. Upon notification	Individual/Unit S-1	Unit picks up orders. Start making transportation arrangements.
7. Ongoing	Individual	Mandatory finance separations briefing given every Wednesday, Bldg 134, 0930-UTC.
8. Ongoing	Individual	Clears items directed by Central Clearance. Upon completion of clearing all agencies, receives commander signature on DA Form 137-2-R.
9. 1-3 working days prior to separation date	Individual	Report to Central Clearance at appointed time. Receive final clearance stamp.
10. 1 day prior to separation date	Individual	<ul style="list-style-type: none"> • Report to transition center for separation and DD Form 214. (TC will do separation transaction.) • Sign out of unit PAC on DA Form 647.

Legend

HC - Hand carry

MPRJ - Military Personnel Record Jacket

TC - Transition Center

UTC - Until Complete

Note:

1. Processing time for separations when the notification procedure is used normally will not exceed 15 working days. Processing time when the Administrative Board Procedure is used normally will not exceed 50 working days. Time is measured from the date the soldier acknowledges receipt of notification of the proposed date of separation.

2. Finance Separations, Bldg 121, Room 141, must be notified immediately of an approved chapter discharge. Upon receipt of orders the soldier's unit must hand carry them to finance at Bldg 121.

Appendix N

Physical Disability Separations and Retirement

Guidelines

AR 40-501, Standards of Medical Fitness; AR 40-3, Medical, Dental and Veterinary Care; and AR 635-40, Physical Evaluation for Retention, Retirement or Separation, outline administrative procedures for disability separation or retirement.

Due process similar to the civilian court system determines medical fitness standards.

The soldier has the opportunity to appeal each determination made by a board or commander.

This makes separation for physical disabilities a fluid process which varies case to case.

The process begins when a medical evaluation board or a doctor evaluates a soldier, or at the request of the unit commander.

The evaluation is usually informal, or as directed by DA.

Proceedings of the Medical Evaluation Board take precedence over all previously issued temporary or permanent profiles awarded on DA form 3349 in soldier's record.

Profiling officers or doctors may issue a temporary profile on DA Form 3349 (Physical Profile) not to exceed 3 months, or a DD Form 689 (Individual Sick Slip) not to exceed 30 days.

Temporary profiles can be issued without referring the case to a Physical Profile Board (PPB) or PPB approving authority.

When a soldier has a permanent numerical designator "2" under one or more PULHES factors requiring significant assignment limitations, a PPB must consider taking action.

It is the responsibility of the commander and/or the personnel management officer to determine a proper duty assignment based on knowledge of the soldier's profile, assignment limitations, and the duties of their grade and military occupational specialty.

Since duty performance and unit effectiveness are major considerations, a close personal relationship must exist between physicians, unit commanders, and the personnel management office.

Soldiers with conditions outlined in AR 40-501 will be evaluated by a medical board and referred to a Physical Evaluation Board (PEB).

The PEB makes the final determination of fitness or unfitness based on the soldier's ability to perform the duties of their primary military occupational specialty.

Once separation for physical disability is initiated, the Patient Administration Division, DACH, will apprise the unit of the case.

When suspension of the favorable personnel actions is initiated (according to AR 600-8-2) because a soldier is being considered for separation under AR 635-200, chapter 13 or 15, and the soldier is to be processed for medical reasons, the unit commander will expedite action to remove the suspension to prevent delay in disposition of the case through medical channels.

Guidelines

Under Chapter 14, soldiers will process through the physical disability system only if their case has been reviewed and returned by General Court-Martial Authority.

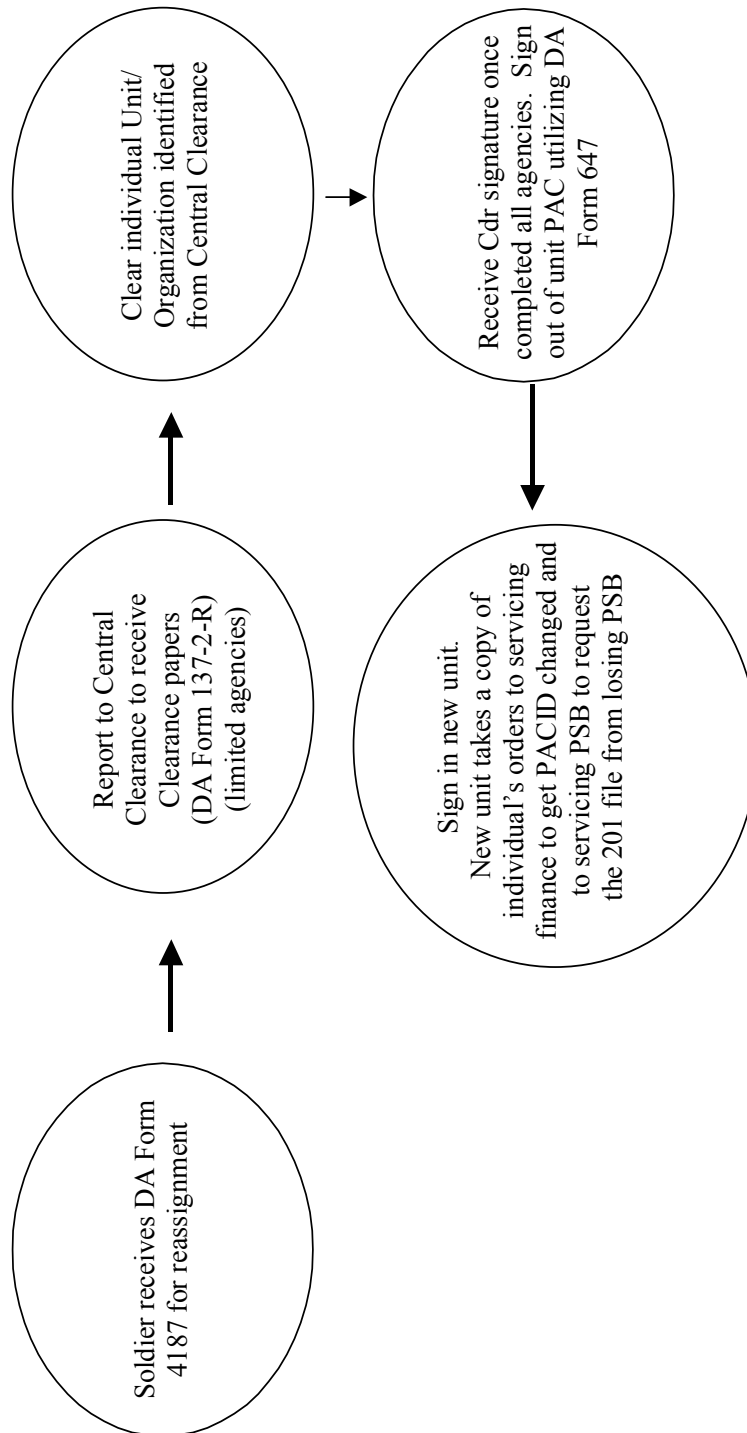
If a soldier is discharged for less than honorable conditions, the soldier is not entitled to be processed through the Physical Disability System.

Soldiers identified for separation with 20 percent or more disability will be scheduled to attend a Department of Veterans Affairs Disability Transition Assistance Program presentation.

The MMRB is the means to enter the Army Physical Disability system.

Appendix O
On Post Transfers

On Post Transfer Flow Chart



Clearing

Upon receipt of on-post transfer orders the soldier will clear:

- Unit supply (clothing record)
- Unit or battalion training
- Motor pool
- Unit mail room
- Security officer, unit or battalion
- OER or NCOER
- Courts and boards
- Dental clinic (transfer records)
- Medical clinic (transfer records)
- CIF (address change)
- Family housing (address change)
- Army Education Center (address change)
- Unit: Height and weight
- Unit: Weight program (yes/no)
- Unit: Flagged for weight program
- Unit: Nuclear, Biological, and Chemical Room, optical inserts
- Unit: PAC sign out (final outprocessing step)

Depart to new unit

Appendix P
Temporary Duty (TDY) Processing

STEP	RESPONSIBILITY	ACTION REQUIRED
1.	BN S3	Notify commander of tasking or TDY requirement. Provide soldier and BN S1 with a copy of message. Process TDY orders for soldier.
2.	BN S1	Screen soldier records for qualifications.
3.	BN S1/Individual	Ensure soldier process following stations. <ul style="list-style-type: none"> •Dental Clinic: Panograph •TMC: Refer soldier to hospital for specialized shots/medications. Ensure HIV test is current and soldier has glasses and optical inserts, if required. •Legal: Review sufficiency of soldier's personal affairs arrangements.
4.	BN S1/Individual	Ensure soldier has current ID card, identification tags and shot record; refer to servicing PSB if need updating.
5.	Supporting PSB	Ensure casualty documents are updated.
6.	BN S-1	Ensure TDY is annotated in PERSTEMPO for credit away from home station. This will also update soldiers AEA code on Department of Army database.

Legend

PSB - Personnel Services Battalion

AEA - Assignment Eligibility and Availability

TMC - Troop Medical Clinic

BN - Battalion

HIV - Human Immunodeficiency Virus

ID - Identification

PERSTEMPO - Personnel Tempo

Table P-1. TDY in Conjunction with PCS Sequence

STEP TIME FRAME	RESPONSIBILITY	ACTION REQUIRED
1. 3-9 months prior to TDY	IRPB (107)	Send out notification of assignment.
2. ONGOING	Soldier BN	1st-screen for eligibility for Ret, ETS, EFMP 2d-screen soldier for eligibility (duty status/pending actions).
3. 2 weeks after	IRPB Soldier	Soldier attends reassignment (levy) briefing. Brief actions to prepare for movement (see next step).
4. ONGOING	IRPB/Soldier	Complete soldier readiness processing. Personal Affairs- AER, etc. Travel Entitlements. Sponsorship Transportation Office. Finance. Housing and Housing Referral. •Explain assignment instructions. Security requirements. •Medical and dental verification.
5. 90-120 days prior to TDY departure	IRPB	Soldier receives orders and outprocessing instruction and may attend finance outprocessing briefing.
6. 14-working days prior to PCS Departure	Soldier Central Clearance	Soldier attends Central Clearance Briefing. Picks up Installation Clearance Record (DA FORM 137-2R) two work days later.
7. Upon return from TDY but NLT 10 days prior to PCS	Soldier	Attend finance Outprocess Briefing. Bring 3 copies of orders, 1 copy of DA Form 31, and bank account information.
8. 5-10 days prior to PCS	Soldier Unit or BN	Clear items directed by Central Clearance, completed all OERs and NCOERs. Complete Finance Outprocessing.
9. 1-3 working days prior to PCS	Soldier Unit or BN Central Clearance	Get signature from company commander (sign DA Form 137-2-R) or designated representative and report to Central Clearance at appointed time. Receive clearance stamp.
10. PCS Day	BN or Soldier	Sign out of PAC.

*Soldier must meet these requirements prior to receiving orders

Legend

TDY - Temporary Duty

IRPB - Installation Reassignment Processing Branch (Bldg 107)

Bldg - Building

ETS - End Term of Service

OER - Officer Evaluation Report

NCOER - Non Commissioned Officer Evaluation Report

PAC - Personnel Administrative Center

AER - Army Emergency Relief

Appendix Q
Unit Movement Processing Sequence
(PCS Unit Move)

STEP TIME FRAME	RESPONSIBILITY	ACTION REQUIRED
1. 30-60 days prior to block leave	BN S1 Central Clearance	Provide alphabetical roster (name, flight, rank, SSN) of soldiers deploying with unit to Central Clearance. Schedule SRP for unit with MSC SRP coordinator.
2. 30-45 days prior to block leave	BN S1 Central Clearance	Receive clearing record (DA Form 137-2-R) for each soldier.
3. 2-3 weeks prior to block leave	BN	Provide group clearance papers to Central Clearance.
4. 2-3 weeks prior	BN	Provide alphabetical manifest by flight with 2 copies of basic order per person to OPR. Provide verified mass HIV clearance from Preventive Medicine.
5. 2-3 weeks prior	Central Clearance	Central Clearance will highlight papers to show outstanding obligations and items that soldiers must clear individually.
6. Next duty day	BN	Pick up highlighted clearance papers.
7. 5-10 days prior to leave or prior to flight date	BN	Provide clearing papers to soldier and instruct soldier to clear highlighted items.
8. 5-10 days prior to flight	Soldier	Clear highlighted items on clearance papers and return completed clearing papers to Central Clearance.
9. 7 days prior to flight	BN Central Clearance	Return completed clearing papers to central clearance.
10. 7 days prior to flight	BN	Check with OPR for finalizing personnel record preparation.
11. 2 days prior to the unit movement	Courier	Pick up personnel records from OPR. Records will be placed on a flight other than the one the soldiers are on.

Note: After all readiness processing requirements are met the first field grade commander in the chain of command will verify and certify (in writing) that all soldier readiness processing requirements are met and are on file with the next higher operational command.

Legend

SRP - Soldier Readiness Processing

OPR - Office Personnel Records

Appendix R
Reservist Processing Sequence (IRR, IMA, 12-Day Tours Only)

STEP	RESPONSIBILITY	ACTION REQUIRED
1 (inprocessing)	Soldier	Sign in at Bldg.121 on Monday between 0730-0830 hours or in Bldg 4470.
2	Personnel Records Section	Complete Record of Emergency Data (DD Form 93); Serviceman's Group Life Insurance (SGLI); Personnel Locator Card (DA Form 3955). Get one copy of ADT or AT orders from reservist. Provide copy of orders to DRC.
3 (Reserve Pay)	Finance Section, Bldg 121, Rm 141	Complete appropriate pay documents and records.
4	Medical Section, Bldg 121	HILV III Test (if required); complete hearing conservation screening test, blood pressure check, height and weights required.
5	Dental Section, Bldg 121	Verify dental readiness exam and Panograph as required.
6 (inprocessing)	Unit/Billeting Office	Reservist in ranks PV1 through SSG will turn in all accountable supplies, i.e. sheets and pillows, before clearing unit. Reservists SFC and above will sign out of the billeting office in Bldg 36006.
7	Central Clearing Section, Bldg 121	Reservist outprocess prior to being granted final clearance.
8 (Reserve Pay)	Finance Section, Bldg 121, Room 141	Reservist clears finance.

Legend

ADT - Active Duty for Training

AT - Annual Training

DRC - Directorate, Reserve Component

HILV III Test - Human Lymphotropic Virus type III test

SGLI - Serviceman's Group Life Insurance

Appendix S
Medical Holding Processing

Medical Hold Processing Flow Chart

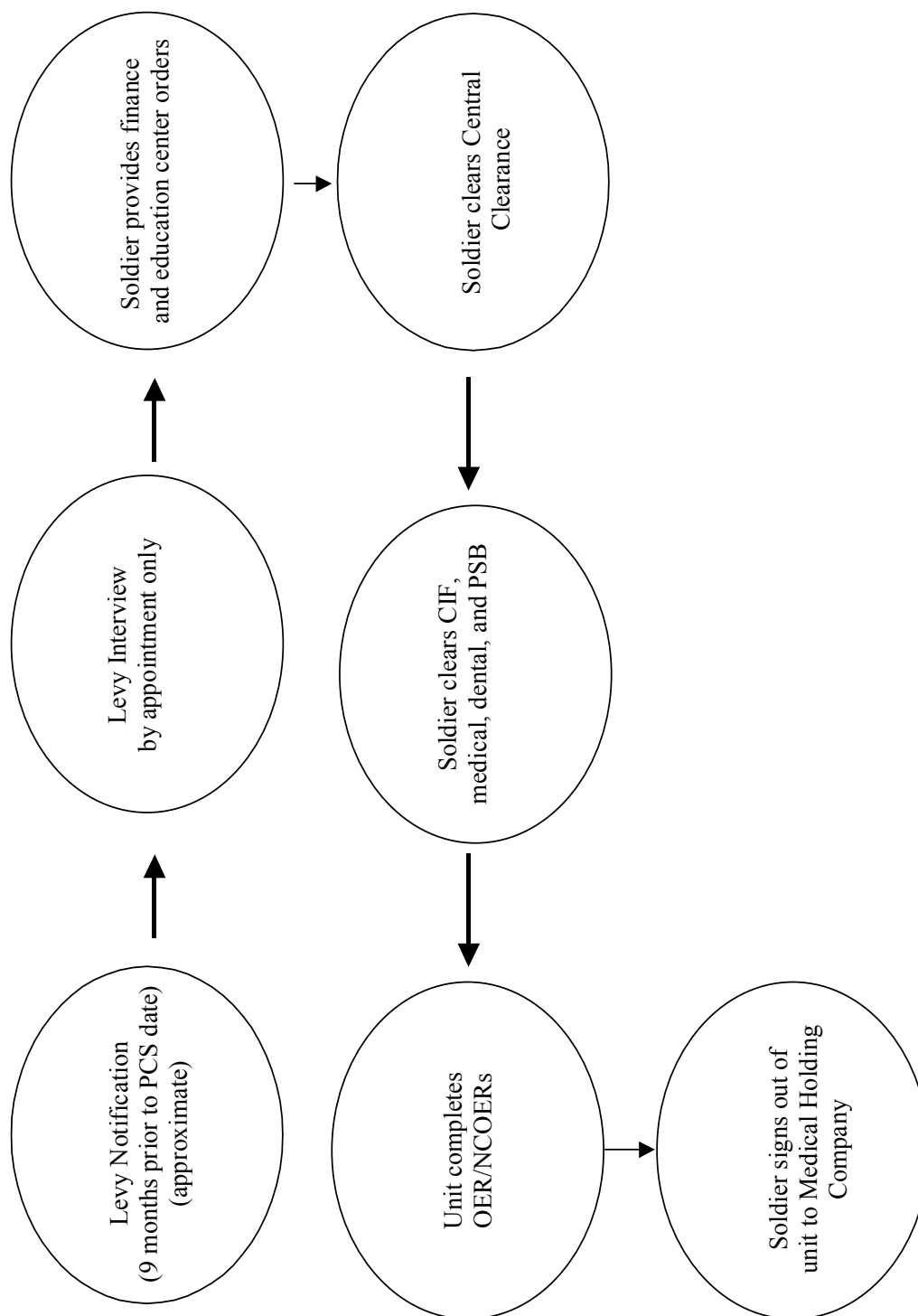


Table S-1. Medical Hold Processing

STEP	RESPONSIBILITY	ACTION REQUIRED
1	Soldier/Unit S1	Receives orders and Installation Clearance Papers (DA Form 137-2-R), Reports to Central Clearance.
2	Soldier	Clears all agencies listed in Section D and E of DA Form 137-2-R, Installation Clearance Record.
3	Soldier	Provides Education Center and supporting finance battalion copies of orders and clears (Section F, Block 27b, c, and 28)
4	Supporting Finance	Coordinates with the 215th FB for transfer of soldier's finance accountability.
5	BN S1/Unit	Completes all OER, and NCOER actions.
6	Soldier	Clears CIF, medical clinic, dental clinic and supporting personnel service company (Section F, item 26 c and 27b, d, e).
7	Soldier	Clear Central Clearance, signs out of unit, and reports to medical holding company.

Legend

CIF - Central Issue Facility

Glossary**AAFES**

Army Air Force Exchange
Service

ACAP

Army Career and Alumni
Program

ACES

Army Continuing Education
System

ACS

Army Community Service

Admin Seps

administrative separations

ADT

active duty for training

AG

Adjutant General

AEA

assignment eligibility and
availability

AER

army emergency relief

AI

assignment instructions

aprox

approximately

AT

annual training

BAH

basic allowance for housing

BAQ

basic allowance for quarters

BDU

battle dress uniform

BEQ

bachelor enlisted quarters

Bldg

building

BN

battalion

BOQ

bachelor officer quarters

CC

Central Clearance

CDR

commander

CIF

Central Issue Facility

CISD

Directorate of
Counterintelligence and
Security

CPAC

Civilian Personnel Advisory
Center

DA

Department of the Army

DCA

Director, Community Activities

DCSLOG

Deputy Chief of Staff for
Logistics

DEERS

Defense Enrollment Eligibility

DFR

dropped from roles

DLA

dislocation allowance

DMPO

Defense Military Pay Office

DOL

Director of Logistics

DCA

Director, Community Activities

DRC

Director, Reserve Component

DTA

Disability Transition Assistance

Ed Center

education center

EFMP

Exceptional Family Member
Program

ETS

expiration term of service

FB

Finance Battalion

FHSWCC

Fort Hood Soldier Welcome and
Care Center

FSU

Finance Service Unit

HIV

Human Immunodeficiency
Virus

HILV III

Human Immunodeficiency
Virus Lymphotronic Virus Test
III

ID

identification

IMA

Individual Mobilization
Augmentee

IRR

Individual Ready Reserve

ISR

Inservice recruiter

IRPB

Installation Reassignment
Processing Branch

1 December 2002

LES

leave and earnings statement

MEB

Medical Evaluation Board

MMRB

MOS Medical Retention Board

MOS

military occupational specialty

MPRJ

Military Personnel Records
Jacket

MSC

major subordinate command

NBC

nuclear, biological, chemical

NCO

noncommissioned officer

NCOER

noncommissioned officer
evaluation report

NLT

not later than

OER

officer evaluation report

OPR

officer personnel records

PAC

personnel and administration
center

PBO

property book officer

PCS

permanent change of station

PEB

Physical Education Board

PLT

platoon

PMED

Preventive Medicine

PMO

Provost Marshal Office

PMOS

primary military occupational
specialty

POM

preparation for overseas
movement

PPB

Physical Profile Board

PRIMUS

Primary Health Care for
Uniformed Services

PSB

Personnel Service Battalion

PTDY

permissive TDY

PULHES

physical profile serial code

PV2

private (2)

RCP

reserve control points

RCTS

Reserve Components Transition
Services

ret

retired

SAEDA

Subversion and Espionage
Program Directed Against US
Army

SFC

sergeant first class

SGLI

Serviceman's Group Life
Insurance

SIDPERS

Standard Installation Data
Personnel System

SOP

standard operating procedures

III CORPS & FH REG 612-3

SPC

specialist

SRP

Soldier Readiness Processing

SSG

staff sergeant

SSN

social security number

TABE

Test of Adult Basic Education

TACCS

Tactical Army Combat
Computer System

TASC

Training and Audiovisual
Support Center

TBD

to be determined

TDY

temporary duty

temp

temporary

TMC

troop medical clinic
U.S.
United States

VHA

variable housing allowance

UADC

Unit Alcohol Drug Coordinator

WSP

Waiting Spouse Program

21st Repl Co

21st Replacement Company

215th FB

215th Finance Battalion